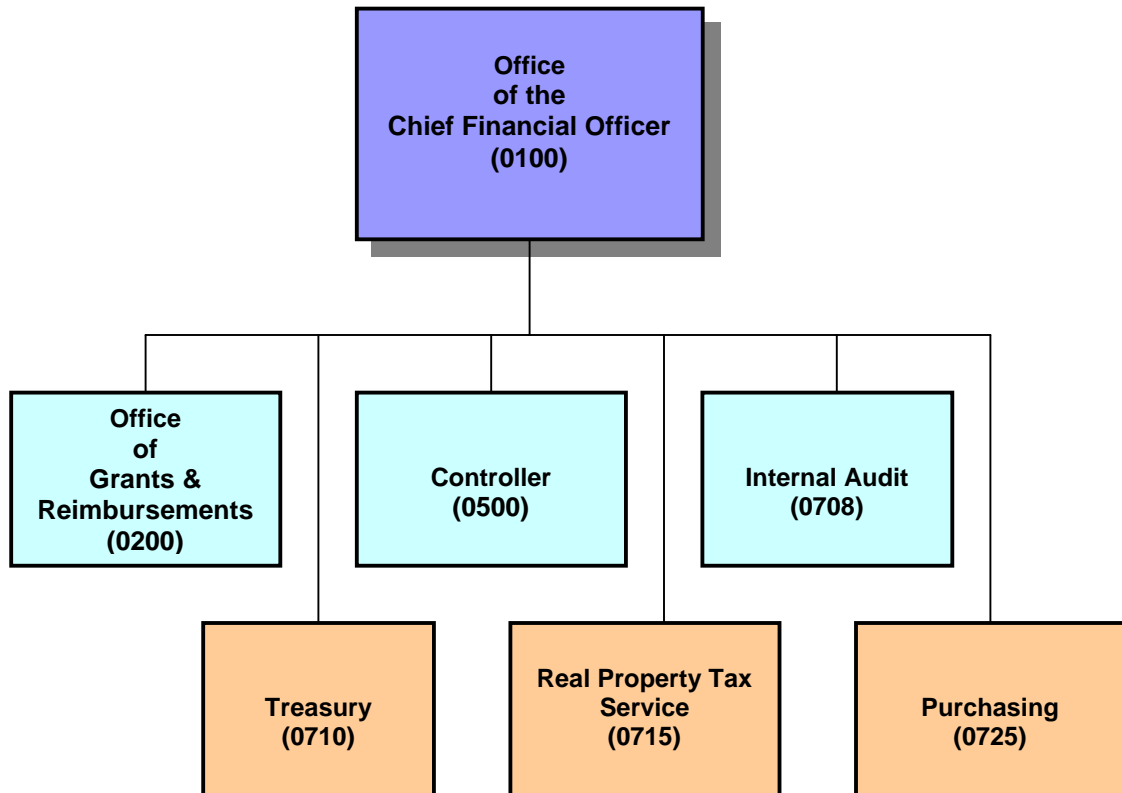
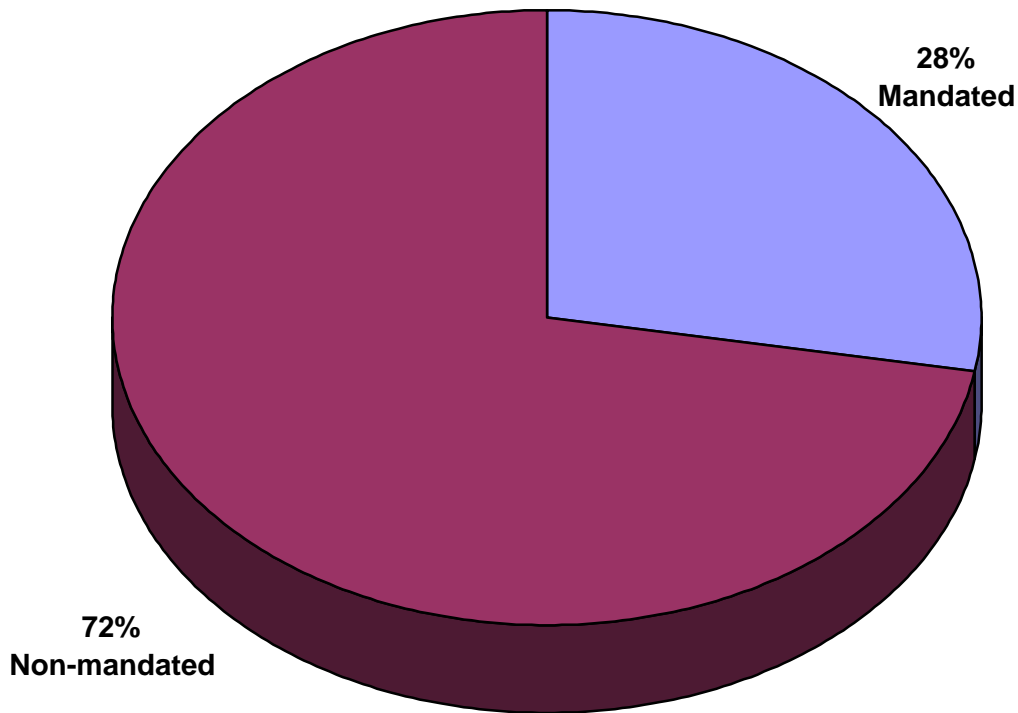


FINANCE (012)



FINANCE

2005 MANDATED/NON-MANDATED

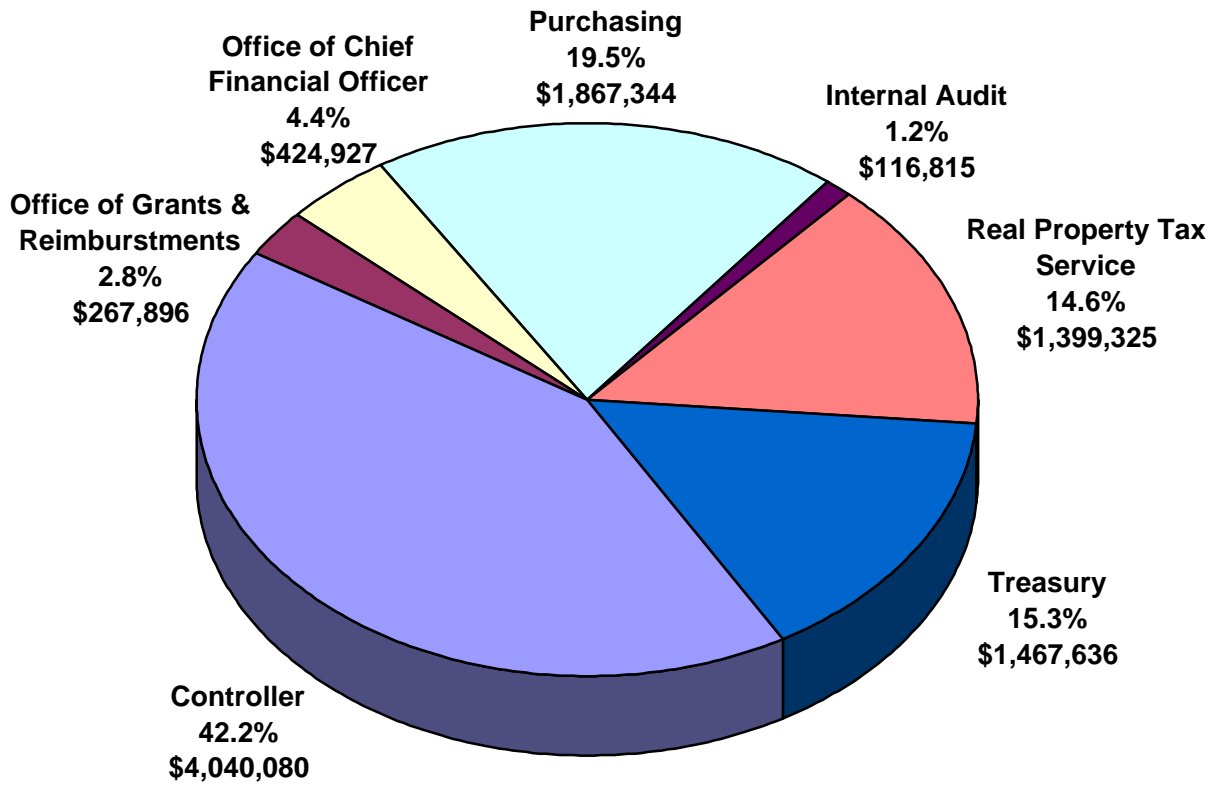


The Office of the Chief Financial Officer, Office of the Controller, Office of Grants & Reimbursements, and the divisions of Treasury, Purchasing and Internal Audit are non-mandated.

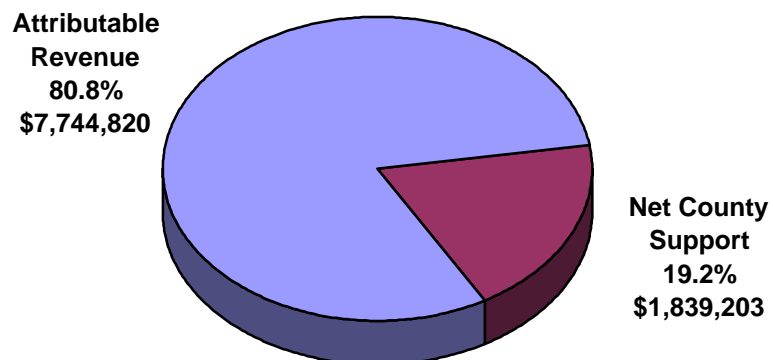
The functions performed by the Division of Real Property Tax Service are mandated by New York State. A subdivision of the Office of the Controller provides staff support for state and federal mandated services in the Department of Human Services and Department of Public Health.

FINANCE

2005 Budget - \$9,584,023



Net County Support



DEPARTMENT: Finance (012)

DEPARTMENT DESCRIPTION

Under the administration of the Director of Finance - Chief Financial Officer, the department serves to supervise and control the financial affairs of the County. This includes coordinating and managing the functions of the Office of the Controller, the Office of Grants & Reimbursements, and the divisions of Treasury, Real Property Tax Service, Purchasing, and Internal Audit, as well as debt management.

Mission

To maximize the ability of Monroe County government to promote the social and economic well being of the community in a financially responsible and sustainable fashion, minimizing the reliance on County taxpayer resources.

2004 Major Accomplishments

- Established Office of Grants & Reimbursements to maximize revenue receipts from outside the Monroe County tax base, pursuant to Monroe County Budget Advisory Team recommendations
- Conducted rating reviews with all three major municipal credit rating agencies
- Refunded approximately \$52 million of outstanding debt, taking advantage of favorable market conditions, saving Monroe County taxpayers approximately \$1 million
- Issued \$26.1 million of public improvement bond anticipation notes at a net interest cost of 1.81% and \$90 million revenue anticipation notes at a net interest cost of 1.56%
- Produced the 2003 Comprehensive Annual Financial Report and Popular Annual Financial Report that document and communicate Monroe County financial performance for the year ended December 31, 2003
- Completed upgrades to Treasury Tax System, improving efficiency and access to information by public
- Developed new purchasing strategy which reduced county-wide expenditures for equipment repair by two-thirds

2005 Major Objectives

- Continue rebuilding the County's financial condition and credit ratings
- Successfully sell debt issues at the lowest possible interest rate obtainable considering market conditions and the County's credit ratings
- Produce a 2004 Comprehensive Annual Financial Report and Popular Annual Financial Report that comply with the standards of the Government Finance Officers Association
- Implementation of reorganization plan for the Department of Human Services Accounting Unit to address functions of priority, namely claiming and payment processing
- Adoption of Governmental Accounting Standards Board Statement No. 39, *Determining whether certain organization are Component Units*, and Statement No. 41, *Budgetary Comparison Schedules - Perspective Differences*
- Update and revise County Procurement Policy and Manual, and Records Management Manual
- Complete installation of the Citrix Server Version of the State Real Property System that will provide local assessors with remote access to centralized assessment roll data

BUDGET SUMMARY

	Amended Budget 2004	Budget 2005
<u>Appropriations by Division</u>		
Office of the Chief Financial Officer	389,261	424,927
Office of Grants & Reimbursements	0	267,896
Office of Management & Budget	712,379	0
Controller	4,245,581	4,040,080
Financial Services Admin	114,579	0
Internal Audit	50,721	116,815
Treasury	1,616,442	1,467,636
RPTS	1,476,846	1,399,325
Purchasing	2,097,052	1,867,344
	10,702,861	9,584,023
Total		
<u>Appropriations by Object</u>		
Personal Services	4,727,850	4,160,421
Equipment	91,520	0
Expenses	1,896,471	1,668,719
Supplies and Materials	224,484	201,942
Debt Service	3,649	3,498
Employee Benefits	1,548,403	1,233,686
Interfund Transfers	2,210,484	2,315,757
	Total 10,702,861	9,584,023
<u>Revenue</u>		
Fees/Minor Sales	876,561	889,952
Local Government Service Charges	1,570,776	1,619,195
Charges to Other Departments	2,462,524	2,120,304
Transfer from Other Funds	3,157,396	2,830,869
Transfer from Monroe County Airport Authority	70,000	75,000
Hotel Room Occupancy Tax	41,062	0
Other Revenue	54,409	209,500
	Total 8,232,728	7,744,820
<u>Net County Support</u>	2,470,133	1,839,203

BUDGET HIGHLIGHTS

The decrease in **Appropriations** reflects 1) the establishment of the Office of Management and Budget as a separate department; 2) the Controller reorganization plan for the Department of Human Services accounting unit; 3) the implementation of cost savings strategies. The creation of the Office of Grants & Reimbursements partially offsets the decreases.

The **Hotel Room Occupancy Tax** is budgeted in the Office of Management & Budget for 2005. The revenue decrease in **Charges to Other Departments** is based on the reduction in the Controller division for accounting services provided to Human Services. The decrease in **Transfer from Other Funds** reflects reductions in the Purchasing division for Central Services as well as an update to the county's Indirect Cost Allocation Plan (ICAP).

FINANCE - REAL PROPERTY TAX SERVICE

2005 FEES AND CHARGES

<u>Item</u>	<u>2005 Fee</u>
Sub-Division Filing Fees	\$25 for 1-3 parcels \$50 for 4-9 parcels \$100 for 10 or more parcels
Paper Copy of Tax Maps (other Municipalities)	\$1
Paper Copy of Tax Maps	\$5
Paper Copy – Aerial Photo Overlay	\$10
Specialized Report – Assessment/Sales/Inventory File	\$100 minimum
Rights to Reproduce Tax Maps/Copies	\$4/Map
Electronic Copy - Monthly Property Transfers, Towns Only	\$400
Electronic Copy – Assessment/Sales/Inventory File	\$600 total or partial \$250 minimum
Labels for RPS Extract	\$.03 per label
GIS Digital Paper Copies	
Color	\$10.00 per copy
Black & White	\$5.00 per copy

DIVISION DESCRIPTIONS**2004****2005****Office of the Chief Financial Officer (0100)****\$389,261****\$424,927**

The Office of the Chief Financial Officer is responsible for formulating, evaluating and examining financial policies; directing investment, cash flow and borrowing programs; and supervising and coordinating the operations of the department. Assistance is given to other departments in order to improve their financial operations.

The Office of the Chief Financial Officer will implement and/or continue the fundamental strategies of financial management as articulated in the Financial Strategies section of the 2005 Monroe County Budget.

Office of Grants & Reimbursements (0200)**\$0****\$267,896**

The Office of Grants & Reimbursements is the County's point of contact for the application and management of grants and reimbursements. The office was established in 2004 pursuant to a recommendation of the County Executive's Budget Advisory Team. The office will monitor, advise, and support county departments as they manage their grant and reimbursement budgets. The office ensures the continued flow of government formula grants and facilitates the development of competitive grants in order to strengthen existing services.

Controller (0500)**\$4,245,581****\$4,040,080**

The Office of the Controller is responsible for the accounting of all fiscal affairs of the County, and for providing financial reports in accordance with accounting principals generally accepted in the United States of America. The Office of the Controller is responsible for monitoring and safeguarding County assets through effective internal controls. The Office of the Controller maintains and operates the County's central financial information system, disburses County funds including payroll, monitors County revenue and cash flow. The Office of the Controller assists and works jointly with other divisions within the County to accomplish the overall goals and objectives of the County's Finance Department.

Internal Audit (0708)**\$50,721****\$116,815**

Internal Audit is an independent appraisal function established within the County's Department of Finance. Internal Audit evaluates the adequacy of the County's internal control environment, the operating environment, related accounting, financial, and operational policies, and reports the results accordingly.

Treasury (0710)**\$1,616,442****\$1,467,636**

Treasury is responsible for collection of county taxes in the City of Rochester and town and county taxes in the county's twenty towns. Specific activities are designed for the efficient collection of delinquent taxes, interest and in lieu of tax payments. Tax foreclosure proceedings and a public auction occur annually. All county revenues are received, posted and deposited on a daily basis. Treasury administers county trust funds as well as more than 240 court and trust funds. Additionally, tax information is provided on a daily basis to the general public at the information counter and by phone. Treasury also has agreements with all suburban school districts for the preparation of school tax bills and collection of school taxes from September through November.

Real Property Tax Service (0715)**\$1,476,846****\$1,399,325**

Real Property Tax Service (RPTS) maintains assessment rolls, apportions the county levy between the 21 assessing jurisdictions in the county, advises local assessors on procedural and legal changes, updates tax maps, processes title change data and reviews both new subdivision and resubdivision maps for filing. RPTS also investigates applications for correction of assessment errors as well as refunds, calculates tax rates on behalf of the towns, special benefit districts, Pure Waters Agency and various special or delinquent charges. RPTS calculates and recommends apportionment of the semi-annual mortgage tax distribution, prepares tax warrants, state mandated reports and participates in the training of local assessors. RPTS supports an on-line assessment processing system for the local assessors. RPTS processes Certificates of Residency for annual community college chargebacks to towns.

DIVISION DESCRIPTIONS**2004****2005****Purchasing (0725)****\$2,097,052****\$1,867,344**

Purchasing is responsible for buying supplies, materials, equipment and services for all county departments in accordance with the requirements of competitive bidding and advertising and contained in the county's Administrative Code and New York State Law. The Purchasing Unit, through the Monroe County Web Site, provides information regarding upcoming and current bids, how to do business with the county and contracts which local municipalities and schools utilize as a part of the County's cooperative purchasing program. Purchasing establishes specifications and standards and identifies appropriate suppliers for the goods and services. Purchasing additionally ensures that receiving departments have sufficient appropriations available to pay for their purchases.

Central Services, also budgeted in this section, is administered by the Purchasing Manager. It provides funding and management for the delivery of countywide services of duplicating and the County Office Building and CityPlace mailrooms. Expenses of these services are entirely charged back to user departments. The Purchasing Unit also includes the Contracts Office which coordinates the execution of approximately 1,000 contracts for the Department of Public Health and Department of Human Services.

Office of Management & Budget (0300)**\$712,379****\$0**

This division is reorganized as a separate department in 2005.

Financial Services Administration (0701)**\$114,579****\$0**

With the reorganization of the Finance Department, this function is no longer funded in 2005.

Performance Measures

	Actual 2003	Est. 2004	Est. 2005
County Credit Rating			
Moody's Investors Service	A3	Baa1	N/A
Standard & Poor's Ratings Group	A	BBB+	N/A
Fitch, Inc.	BBB+	BBB+	N/A
Operating Cash Borrowing Volume	\$75M	\$90M	\$85M
Full Value Property Tax Rate for County Budget Purposes			
Per \$1,000 of Value	\$8.03	\$9.10	\$9.10
Percent of Scheduled Debt Payments Made on Time	100%	100%	100%
Treasury			
Tax Billings and Notices	299,000	329,000	329,000
School Tax Bills Prepared	182,000	186,204	186,204
Installment Agreements - Delinquent Taxes	426	520	520
School Taxes Collected for Districts	\$48,217,906	\$51,200,000	\$52,200,000
Real Property			
Subdivision Maps Processed	411	425	425
Map Copies and Overlays	3,517	4,200	4,500
Deed Transfers Processed	23,041	23,000	23,000
Number of Town/Special District Budgets			
Audited for Tax Levy	965	975	985
Number of Erroneous Assessment Corrections	254	300	350
Dollar Amount of Cancellations/Refunds	\$953,704	\$1,250,000	\$1,500,000
Certificates of Residency Issued	1,457	1,500	1,500
Purchasing			
Departmental Purchase Orders	4,357	4,622	4,500
Central Purchase Orders	3,499	3,860	3,600
Price Agreement Orders	4,588	5,640	5,000
Public Bids Issued	146	175	175
Contracts Available to Municipalities	120	126	135
Contracts Office			
Human Services Contracts Executed*	372	510	380
Public Health Contracts Executed	83	77	75

*In 2004, 126 three-year Special Children's Services contracts were executed